

CALIFORNIA WALK & BIKE TECHNICAL ADVISORY COMMITTEE

THURSDAY DECEMBER 6TH, 2019

Welcome & Introductions

Please share:

1. Name, Title, Agency
2. One thing you are excited about recently in your work (in one sentence)!

We have a website!

dot.ca.gov/sustainability/cwbttac.html

The screenshot shows the Caltrans website header with the .GOV logo and the Caltrans logo. A navigation bar includes links for Home, Travel, Working with CT, Online Services, News, Contact Us, A to Z, and Get to Know Caltrans. A search bar is in the top right. The main content area features a large banner image of a bridge over water. Below the banner, the page title is "Sustainability Program - California Walk and Bike Technical Advisory Committee (CWBTAC)". There is a "Share via:" section with social media icons. The "Background" section describes the Sustainability Team's role in coordinating Caltrans activities. The "Members" section lists the diverse CWBTAC membership. On the right side, there are profiles for California's Governor Edmund G. Brown Jr., Caltrans Director Laurie Berman, and Deputy Director Ellen Greenberg. A "Sustainability Links" section at the bottom right lists links to Home, Climate Change, Sustainability Policy (PDF), and People.

Sustainability Program - California Walk and Bike Technical Advisory Committee (CWBTAC)

Share via: [Facebook](#) [Twitter](#) [LinkedIn](#) [YouTube](#)

Background

The Sustainability Team is coordinating Caltrans activities to champion active transportation identified in the Mode Share Action Plan (PDF), Statewide Bicycle and Pedestrian Plan: Toward an Active California, and the Caltrans Strategic Management Plan (PDF)

Members

The diverse CWBTAC membership represents the following constituencies: north, south, and central geographies; urban, suburban, and rural community types, including disadvantaged communities; and members representing the needs and interests of users of all ages and abilities. Membership includes:

Abigail Flores, L.A. County Public Works

California's Governor
Edmund G. Brown Jr.
[Visit His Webpage](#)

Caltrans Director
Laurie Berman
[Caltrans](#)

Deputy Director
Ellen Greenberg
[Office Website](#)

Sustainability Links

- Home
- Climate Change
- Sustainability Policy (PDF)
- People



12/12/2018

CA Walk & Bike TAC Meeting Agenda

Item	Topic Lead	Time
Welcome and Introductions		10 – 10:15
TAC Charter		
<ul style="list-style-type: none"> Review and Finalize Subcommittees 	Jeanie Ward-Waller	10:15 – 10:45
Caltrans Org Chart & Project Development Process 101		
<ul style="list-style-type: none"> Relevant HQ & District Functions How Caltrans Builds Projects 	Jeanie Ward-Waller	10:45 – 11:30
California Active Transportation (CAT) Plan		
<ul style="list-style-type: none"> District Active Transportation (DAT) Plans Scope 	Jessica Downing	11:30 – 12
LUNCH BREAK		

Item	Topic Lead	Time
Pedestrian and Bicycle Safety		
<ul style="list-style-type: none"> Pedestrian Safety Monitoring Program Bicycle Safety Monitoring Program 	Thomas Schriber	1 – 1:30
Status of Relevant Design Issues		
<ul style="list-style-type: none"> Overview of Design products & key Highway Design Manual (HDM) sections DIB 89, bikeway guidance DIB 92 – Feedback and update 	Rebecca Mowry	1:30 – 2
Wrap Up		
<ul style="list-style-type: none"> Standing Item – Future Meeting Topics 2019 Proposed Meeting Calendar Next steps & action items 	All	2 – 3
Adjourn		3 PM

Review & Finalize Charter

Significant updates – Desired Goals Section

3. Monitor legislation pertaining to active transportation and share relevant updates in transportation policy.

4-7. ...walk, bike, *and other forms of first/last mile transportation.*

Significant updates – Members Section

Caltrans staff will participate in the CWBTAC as non-voting members and to present items or provide information to TAC members.

Significant updates – Members Section

Term Limits:

- *Inaugural committee members can commit to one- or two-year terms initially and recommit to serve an additional 2 year-term at the end of their first term.*
- *New members will be asked to commit to a two-year term.*
- *A limit on the service of any member will be instituted following three consecutive two-year terms.*
- *Terms will be tracked by Sustainability Program staff and staggered to prevent overlap.*

Significant updates – Members Section

Missed Meetings:

- *TAC members that must miss a meeting can send a proxy in their absence, provided that the proxy is briefed on agenda items and can fully represent the TAC member by voting or providing input on their behalf.*
- *Two consecutive absences without a proxy may result in dismissal from the committee.*

Significant updates – Roles & Responsibilities Section

- *Participate in subcommittee meetings outside of quarterly meetings as necessary to complete specific tasks and share progress with the TAC.*
- Commit to serving on the committee and attending meetings *for a one- or two-year term with the option to serve for up to two additional consecutive two-year terms.*

Significant updates – Reporting Structure Section

The CWBTAC will provide technical input and recommendations *directly to program staff on items brought before the committee.*

[removed reference to Active Transportation and Livable Communities Committee]

Additionally, recommendations will be compiled by the Sustainability Program Manager to report back to the Division Chiefs and the Goal 3 Executive Sponsor Team in a timely manner so as to achieve Caltrans goals.

Significant updates – Subcommittees Section

- *Subcommittees will be established by the TAC after discussion of an item results in need for further work outside of quarterly meetings or a need for ongoing monitoring (such as for tracking relevant legislation).*
- *Subcommittees must include at least three TAC members, one of whom must be willing to serve as the subcommittee chair. The subcommittee chair should develop a timeline for meetings and follow up, including when findings will be reported back to the TAC.*
- *The following ongoing subcommittee was proposed at the first meeting in Aug 2018; all others will be created on an ad-hoc basis:*
 - *Legislation*

Significant updates – Decision Process Section

Voting can take place at quarterly meetings or outside of quarterly meetings via email voting after the TAC is given 2 weeks to review and comment on an item previously discussed at a TAC meeting, including subcommittee findings and recommendations.

Subcommittee Discussion

Legislation:

1. Nominate members (at least three)
2. Appoint a chair
3. Identify responsibilities, reporting structure, meeting schedule

Other subcommittees?

Caltrans Org Chart & Project Development Process 101



**Independent Office
of Audits &
Investigations**
Eraina Ortega

**Sustainability
Deputy Director**
Ellen Greenberg

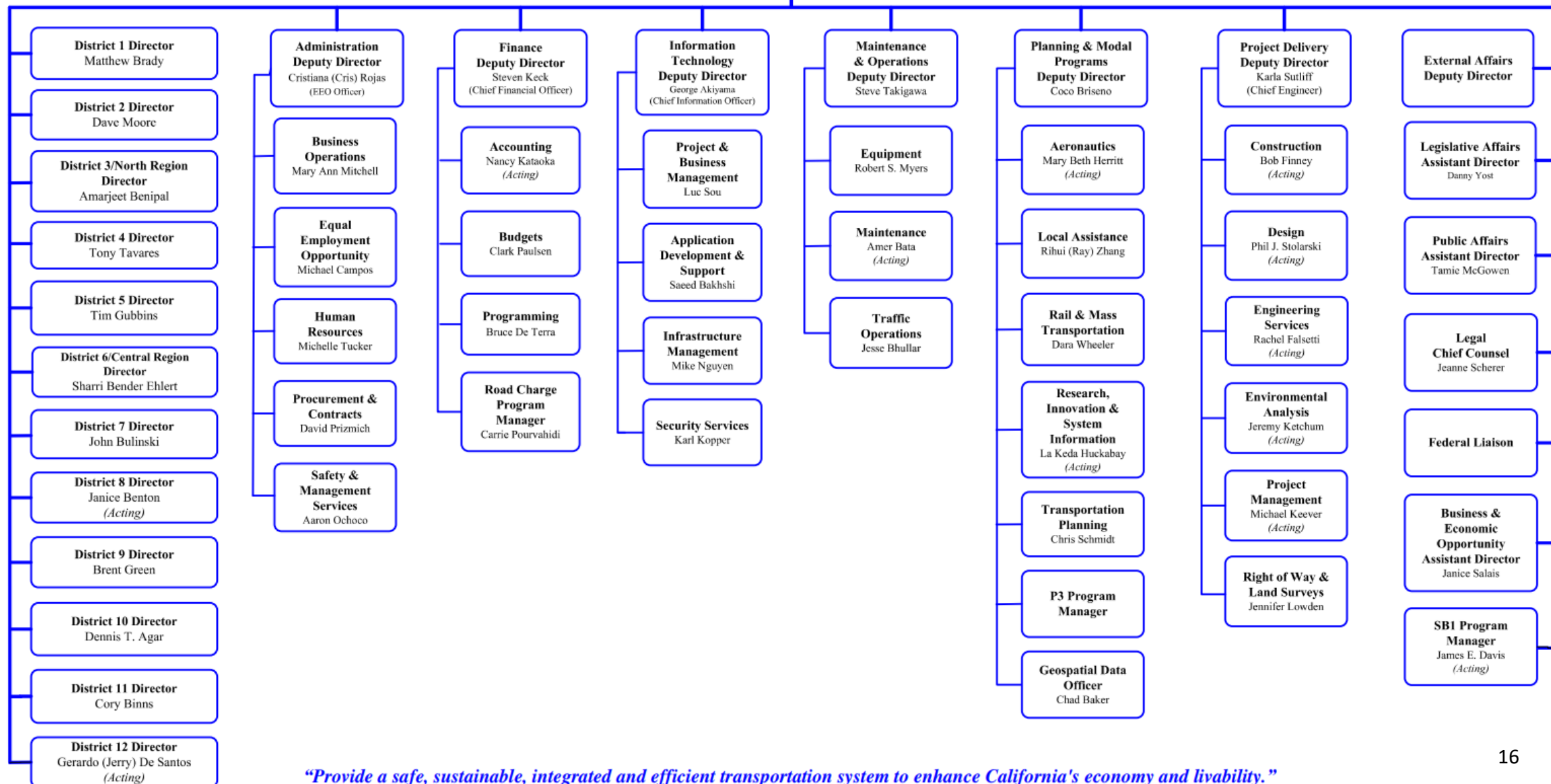
**Innovation, Risk &
Strategic Management**
Blair Thompson

Director
Laurie Berman
Chief Deputy Director
Ryan Chamberlain

Chief of Staff
Giles Giovinnazzi

Asset Management
Michael B. Johnson

State of California
Department of Transportation
October 2018
ORGANIZATION CHART



"Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability."



Independent Office
of Audits &
Investigations
Eraina Ortega

Sustainability
Deputy Director
Ellen Greenberg

Innovation, Risk &
Strategic Management
Blair Thompson

Director
Laurie Berman
Chief Deputy Director
Ryan Chamberlain

Chief of Staff
Giles Giovinnazzi

Asset Management
Michael B. Johnson

State of California
Department of Transportation
October 2018
ORGANIZATION CHART

Director's Office

Sustainability

District 1 Director
Matthew Brady

District 2 Director
Dave Moore

**District 3/North Region
Director**
Amarjeet Benipal

District 4 Director
Tony Tavares

District 5 Director
Tim Gubbins

**District 6/Central Region
Director**
Shirri Bender Ehler

District 7 Director
John...

District 8 Director
Janice Ben...

District 9 Director
Brent Green

District 10 Director
Dennis T. Agar

District 11 Director
Cory Binns

District 12 Director
Gerardo (Jerry) De Santos
(Acting)

**Administration
Deputy Director**
Cristiana (Cris) Rojas
(EEO Officer)

**Business
Operations**
Mary Ann Mitchell

**Equal
Employment
Opportunity**
Michael Campos

**Human
Resources**
Michelle Tucker

**Procurement &
Contracts**
David Prizmich

**Safety &
Management**
Janice Ben...

**Finance
Deputy Director**
Steven Keck
(Chief Financial Officer)

Accounting
Nancy Kataoka
(Acting)

Budgets
Clark Paulsen

Programming
Bruce De Terra

**Road Charge
Program
Manager**
Carrie Pourvahidi

**Information
Technology
Deputy Director**
George Akiyama
(Chief Information Officer)

**Project
Business
Management**
Sally...

**Application
Development &
Support**
Saeed Bakhshi

**Infrastructure
Management**
Mike Nguyen

Security Services
K...

**Maintenance
& Operations
Deputy Director**
Steve Takigawa

Equipment
Robert S. Myers

**Application
Development &
Support**
Saeed Bakhshi

**Traffic
Operations**
Jesse Bhullar

**Planning & Modal
Programs
Deputy Director**
Coco Briseno

Aeronautics
Mary Beth Herr...

Local Assistance
Rihui (Ray) Zhang

**Rail & Mass
Transportation**
Dara Wheeler

**Research,
Innovation &
System
Information**
La Keda Huckabay
(Acting)

**Transportation
Planning**
Chris Schmidt

**P3 Program
Manager**

**Geospatial Data
Officer**
Chad Baker

**Project Delivery
Deputy Director**
Karla Sutliff
(Chief Engineer)

Construction
...

Local Assistance
Rihui (Ray) Zhang

**Engineering
Services**
Rachel Falsetti
(Acting)

**Environmental
Analysis**
Jeremy Ketchum
(Acting)

**Project
Management**
Michael Keever
(Acting)

**Right of Way &
Land Surveys**
Jennifer Lowden

**External Affairs
Deputy Director**

Legislative Affairs
Assistant Director

Public Affairs
Assistant Director
Tamie McGowen

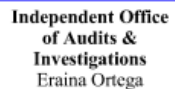
**Legal
Chief Counsel**
Jeanne Scherer

Federal Liaison

**Business &
Economic
Opportunity**
Assistant Director
Janice Salais

**SB1 Program
Manager**
James E. Davis
(Acting)

"Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability."

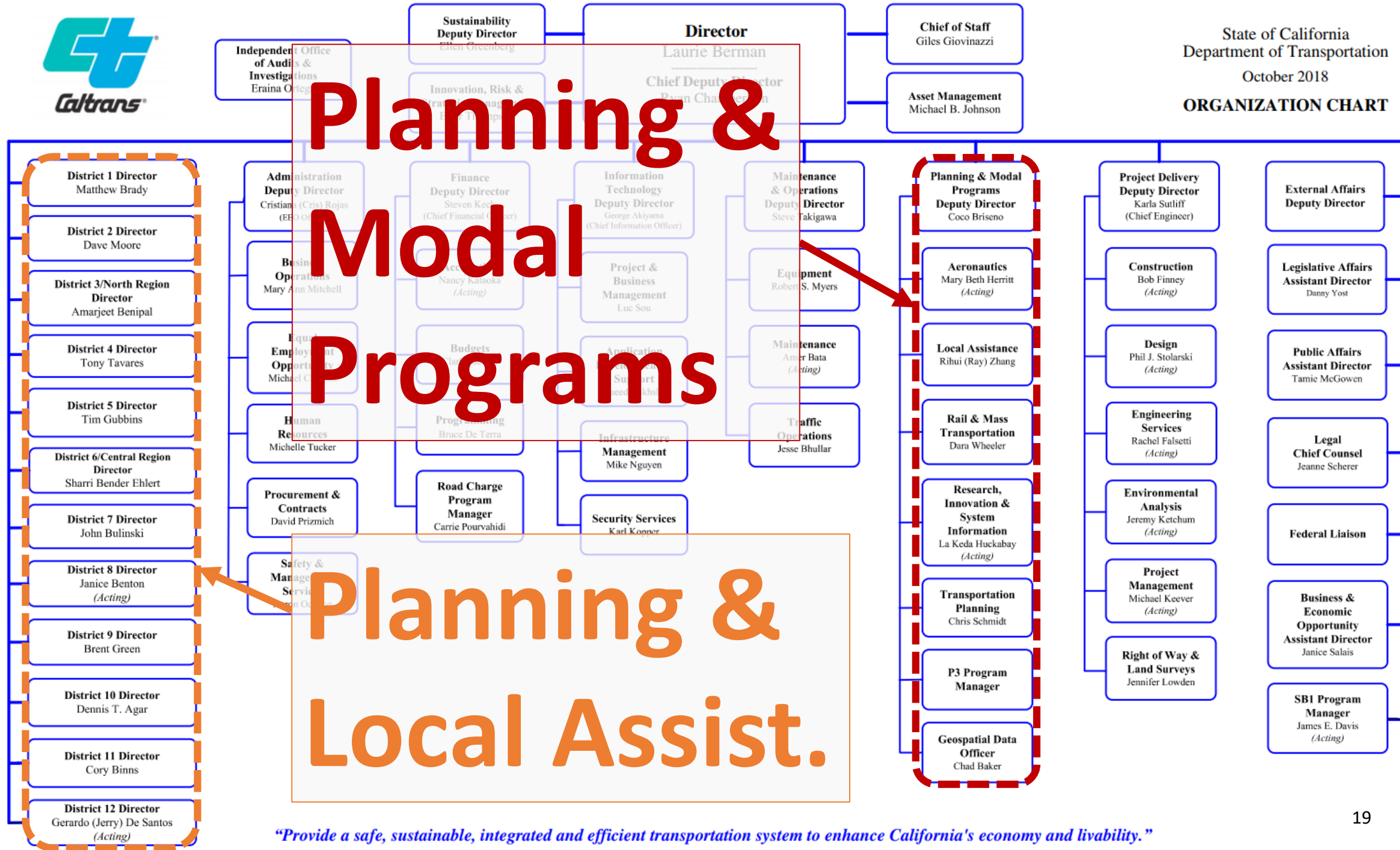


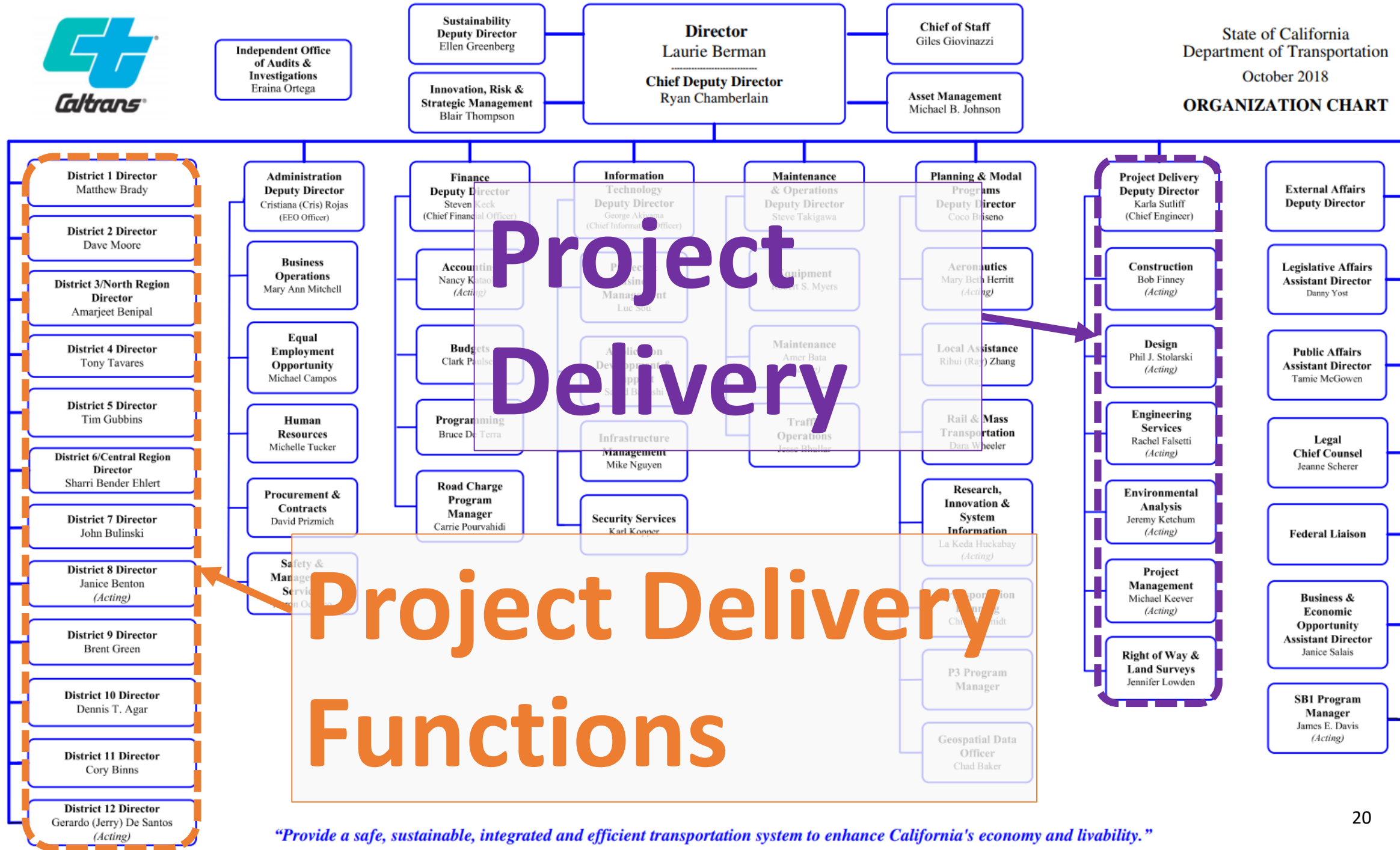
```
graph TD; Director[Director  
Laurie Berman] --- ChiefDeputy[Chief Deputy Director  
Ryan Chamberlain]; Director --- Sustainability[Sustainability Deputy Director  
Ellen Greenberg]; Director --- Innovation[Innovation, Risk & Strategic Management  
Blair Thompson]; Director --- ChiefStaff[Chief of Staff  
Giles Giovinnazzi]; Director --- AssetManagement[Asset Management  
Michael B. Johnson];
```

The organizational chart for the Office of the Director is structured as follows:

- Director:** Laurie Berman
 - Chief Deputy Director:** Ryan Chamberlain
 - Asset Management:** Michael B. Johnson
 - Sustainability Deputy Director:** Ellen Greenberg
 - Innovation, Risk & Strategic Management:** Blair Thompson
 - Chief of Staff:** Giles Giovinnazzi







HQ Project Delivery Design Support to Districts

Technical expertise and assistance to district engineering staff via:

- **HQ Project Delivery Coordinators** – policy and procedural issues, approval and oversight
- **District Design Liaisons** – geometric, pavement, pedestrian, bicycle, ADA, drainage design
- **HQ Project Support Engineers** – geometric design support, freeway agreements, route matters, encroachments and utilities, cost estimating, resolutions of necessity
- **HQ Landscape Architecture Coordinators** – landscape and transportation system improvements (safety, livability, sustainability, excellence in design, efficient delivery)

<http://www.dot.ca.gov/design/liaison.html>





Independent Office
of Audits &
Investigations
Eraina Ortega

Sustainability
Deputy Director
Ellen Greenberg

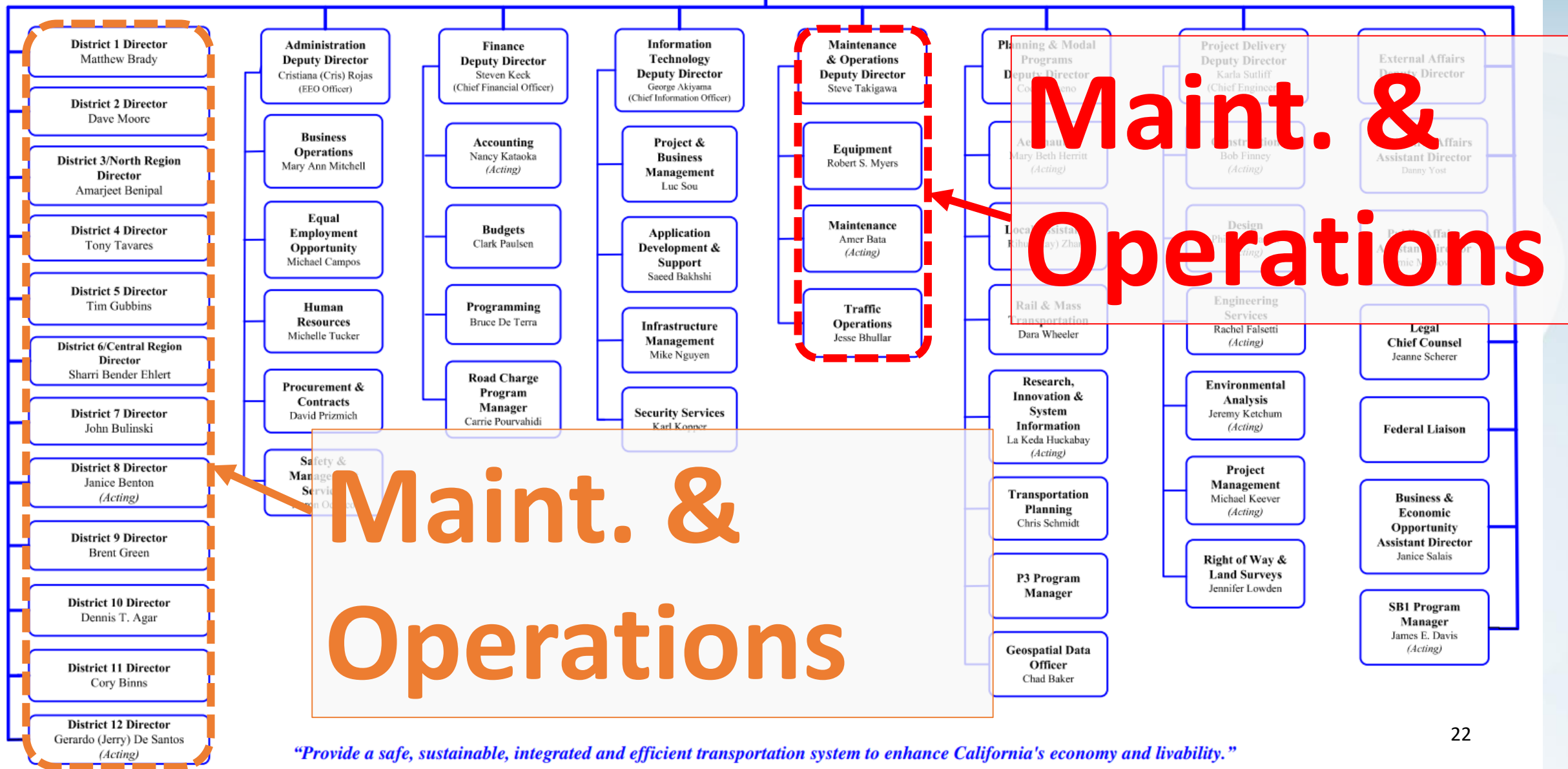
Innovation, Risk &
Strategic Management
Blair Thompson

Director
Laurie Berman
Chief Deputy Director
Ryan Chamberlain

Chief of Staff
Giles Giovinnazzi

Asset Management
Michael B. Johnson

State of California
Department of Transportation
October 2018
ORGANIZATION CHART



"Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability."



Independent Office
of Audits &
Investigations
Eraina Ortega

Sustainability
Deputy Director
Ellen Greenberg

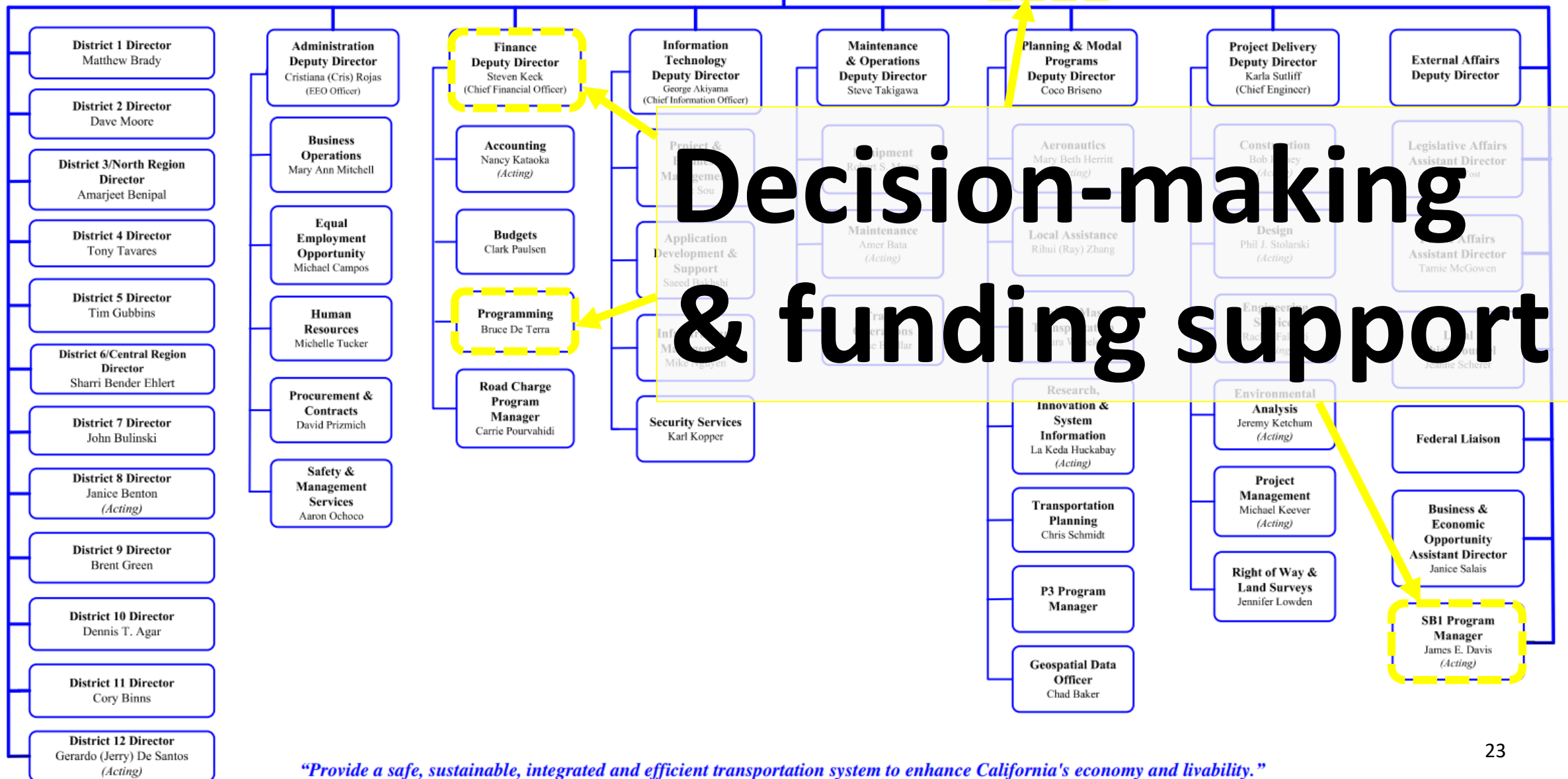
Innovation, Risk &
Strategic Management
Blair Thompson

Director
Laurie Berman
Chief Deputy Director
Ryan Chamberlain

Chief of Staff
Giles Giovinnazzi

Asset Management
Michael B. Johnson

State of California
Department of Transportation
October 2018
ORGANIZATION CHART



"Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability."

How Caltrans Builds Projects



Identify Project
Need

Prepare Initiation
Document

Form Project
Development Team

Prepare Project
Study Report

- Cooperative process with regional and local transportation agencies
- Problem defined
- Alternatives identified
- Initial estimates of costs & effort for each alternative
- Alternatives analyzed
- Preliminary studies conducted
- Project initiation document (PID) prepared

Secure Project
Programming



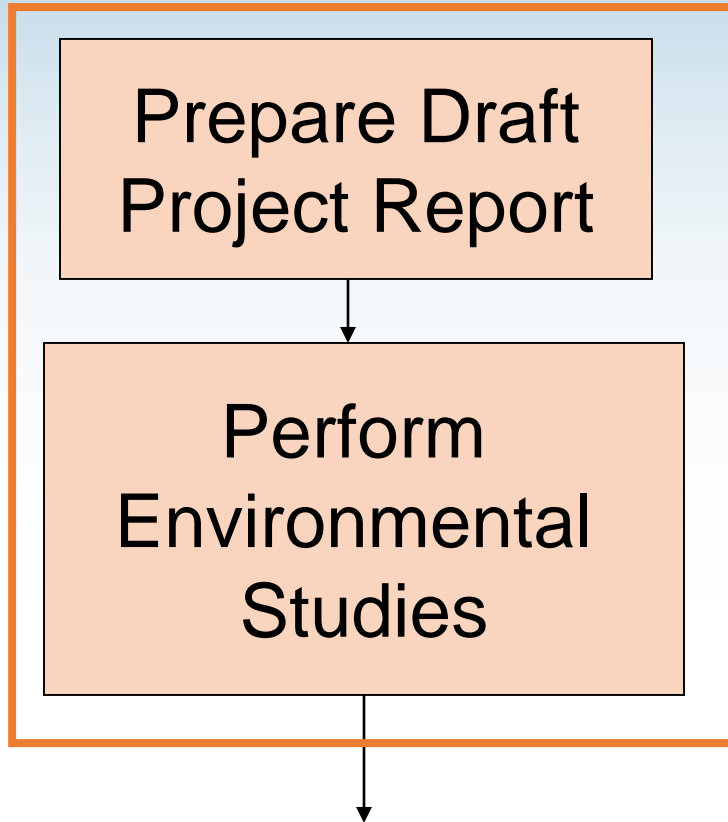
Decision to Proceed & Spend

Types of Programming Documents:

STIP (State Transportation Improvement Program) –
Capital improvements

- 25% by Caltrans for interregional improvements

SHOPP (State Highway Operation Protection Plan) –
Safety, Operations, Maintenance



Project Approval and Environmental Document (PA & ED)

- Right of way analysis
- Environmental studies – public outreach and input
- Engineering studies

Secure Project
Approval



Project Report (PR)

- Project approval document
- Select a preferred alternative to be constructed
- Includes accurate scope, cost estimate, and schedule

Plans, Specifications & Estimate (PS & E)

Prepare
PS & E

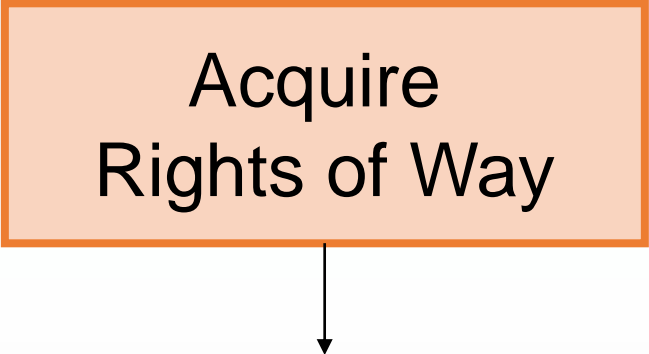


```
graph TD; A[Prepare PS & E] --> B[Prepare preliminary set of plans:]; B --> C[• Geometric base maps]; B --> D[• Bridge site data submittal]; B --> E[• Maps to R/W engineering]; B --> F[• Circulation of skeletal layouts];
```

Prepare preliminary set of plans:

- Geometric base maps
- Bridge site data submittal
- Maps to R/W engineering
- Circulation of skeletal layouts


Acquire
Rights of Way



```
graph TD; A[Acquire Rights of Way] --> B[R/W engineering]; A --> C[Utility relocation]; A --> D[Appraisals]; A --> E[Acquisition]; A --> F[Relocation assistance]; A --> G[R/W certification];
```

- R/W engineering
- Utility relocation
- Appraisals
- Acquisition
- Relocation assistance
- R/W certification

Prepare &
Advertise Contract



- Advertise
- Bids opened
- Contract awarded
- Contract approved

Conduct & Complete Construction Project

- Inspect construction work
- Final inspection & recommend acceptance
- Accept contract & close out tasks

Caltrans Active Transportation (CAT) Plans

Walk and Bike TAC

December 2018



Project Overview

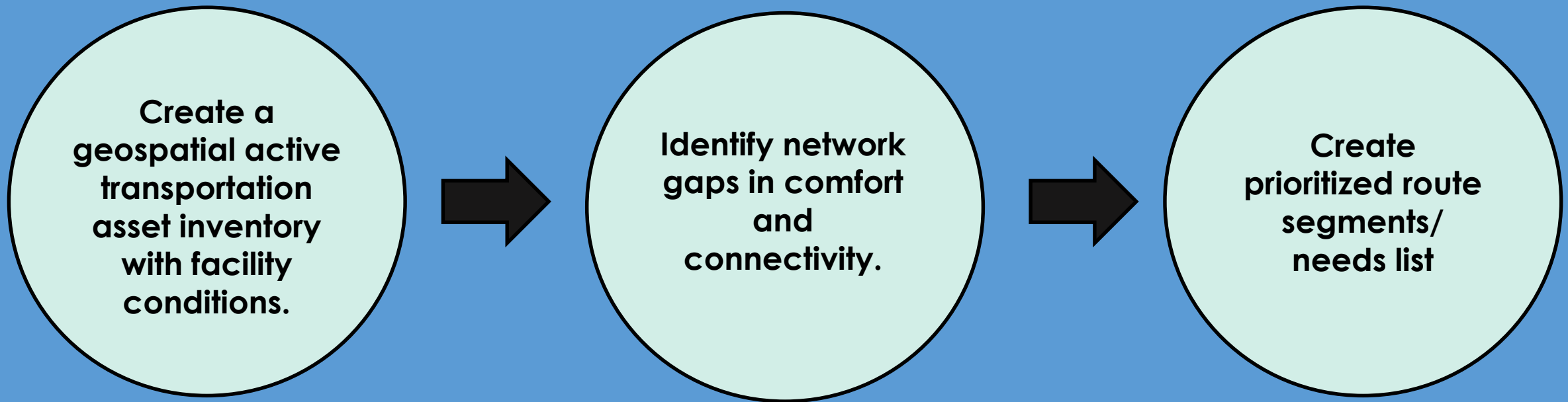
- Complete Active Transportation (AT) plans for all 12 Caltrans districts
- Develop an overarching statewide data framework and methodology for collecting, storing, and using active transportation data
- Identify and prioritize context-appropriate recommendations on and adjacent to the State Highway System
 - Route prioritization (demand and needs)
 - Gaps
 - Performance
 - Prioritization criteria
- Focus on social equity



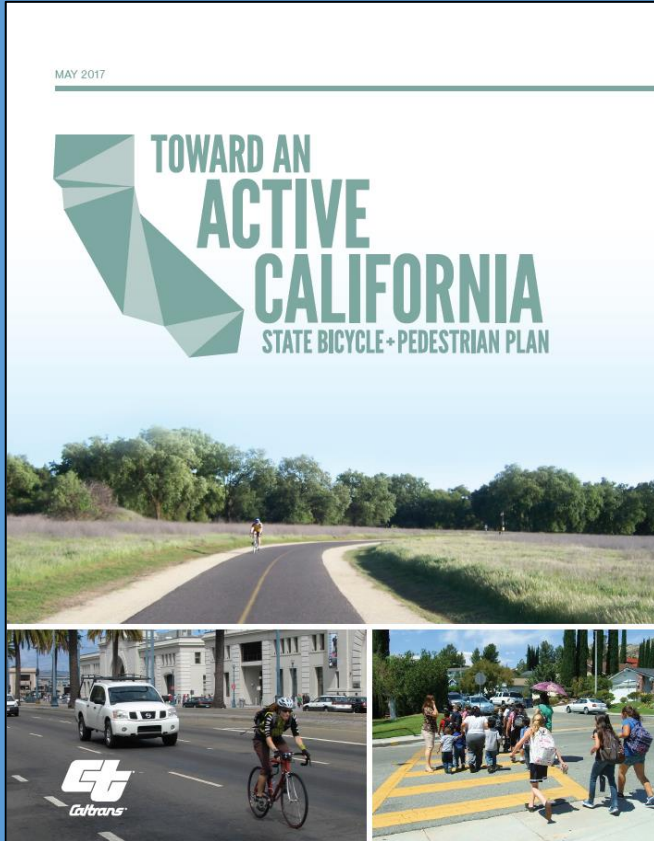
District AT Plan Generalized Schedule

Statewide Framework:

Each plan will have the following main deliverables:

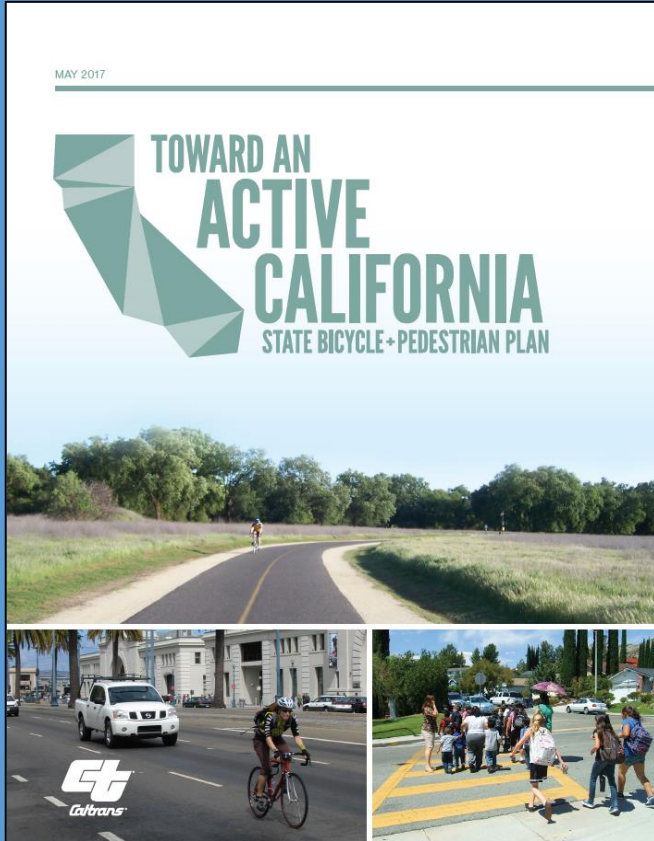


Toward an Active California - Vision



By 2040, people in California of all ages, abilities, and incomes can safely, conveniently, and comfortably walk and bicycle for their transportation needs.

Toward an Active California - Goals



SAFETY – Reduce the number, rate, and severity of bicycle and pedestrian-involved collisions.

MOBILITY – Increase walking and bicycling in California.

PRESERVATION – Maintain a high-quality active transportation system.

SOCIAL EQUITY – Invest resources in communities that are most dependent on active transportation and transit.

Project Overview

Year 1:

- Statewide data framework and methodology
- 3 AT Plans

Year 2: 3 AT Plans

Year 3: 3 AT Plans

Year 4: 3 AT Plans

Year 5: Project Completion



District AT Plan Elements

- Working Group Meetings (Internal and External)
- Goals and Objectives
- Application of Statewide Framework
 - Performance measures and methodology
 - Asset inventory and existing conditions report
 - Network gap analysis
 - Prioritized route segment and project list
- Implementation plan
 - Organize projects
- Public engagement support
- Draft and final AT Plan



District AT Plan Generalized Schedule

TYPICAL DISTRICT ACTIVE TRANSPORTATION PLAN	MONTHS FROM NOTICE TO PROCEED											
	1	2	3	4	5	6	7	8	9	10	11	12
Develop Svc Request												
Confirm Service Request with Caltrans HQ PM and District PM												
In Person Kickoff Meeting		M										
In Person Meetings with District TAC/District PM			M					M				M
Public/Stakeholder Engagement			M					M				
Data Collection												
Identify SHS Segments												
Route Prioritization												
Needs Assessment												
Identify Bicycle and Pedestrian Network Gaps							D					
Develop Draft Recommendations									D			
Revise Recommendations based on Feedback'												
Prioritize Recommendations												
Develop Draft Plan											D	
Develop Final Plan												D

Progress

1. District 5 (San Luis Obispo) Kickoff Meeting (Prototype Plan)
2. District 4 (Oakland) Kickoff Meeting (Pedestrian Plan)



Next Steps

1. Ongoing work on the statewide data framework and methodology – anticipated completion Spring 2019
2. Districts are currently collecting asset data on the SHS and from local and regional plans
3. Districts will be reaching out to local and regional partners for participation (timeline varies by district)
4. Kickoff two district plans in Spring 2019

Contact

Jessica Downing, Project Manager
Caltrans Smart Mobility and Active
Transportation Branch

jessica.downing@dot.ca.gov

(916) 653-2593



LUNCH BREAK

Reconvene at 1pm

CA Walk & Bike TAC Meeting Agenda

Item	Topic Lead	Time
Welcome and Introductions		10 – 10:15
TAC Charter		
<ul style="list-style-type: none"> Review and Finalize Subcommittees 	Jeanie Ward-Waller	10:15 – 10:45
Caltrans Org Chart & Project Development Process 101		
<ul style="list-style-type: none"> Relevant HQ & District Functions How Caltrans Builds Projects 	Jeanie Ward-Waller	10:45 – 11:30
California Active Transportation (CAT) Plan		
<ul style="list-style-type: none"> District Active Transportation (DAT) Plans Scope 	Jessica Downing	11:30 – 12
LUNCH BREAK		

Item	Topic Lead	Time
Pedestrian and Bicycle Safety		
<ul style="list-style-type: none"> Pedestrian Safety Monitoring Program Bicycle Safety Monitoring Program 	Thomas Schriber	1 – 1:30
Status of Relevant Design Issues		
<ul style="list-style-type: none"> Overview of Design products & key Highway Design Manual (HDM) sections DIB 89, bikeway guidance DIB 92 – Feedback and update 	Rebecca Mowry	1:30 – 2
Wrap Up		
<ul style="list-style-type: none"> Standing Item – Future Meeting Topics 2019 Proposed Meeting Calendar Next steps & action items 	All	2 – 3
Adjourn		3 PM

Pedestrian & Bicycle Safety Monitoring Programs

[see handouts]

Status of Relevant Design Issues

Rebecca Mowry

Overview of Design products & key Highway Design Manual (HDM) sections

- Pedestrian guidance in the HDM
- Pedestrian accessibility guidance in DIB 82-06
- Bicycle guidance in the HDM
- Bicycle guidance in DIB 89-01

DIB 89-01, Class IV Bikeway Guidance

- Required by State statute to be updated every 2 years
- Next update due January 2020
- Anticipating AASHTO Bike Design Guide update
- Saved comments from previous revision
 - Previous draft was circulated with limited proposed revisions
 - Only comments regarding proposed changes were addressed
 - Comments outside of limit of review were saved for future update
- NOW would be a good time to start submitting comments on DIB 89-01 for next revision

DIB 92, Single Point Interchange Guidance

- Phone meeting was held with CWBTAC members that elected to participate in review and comment
 - Some changes were made to enhance awareness of bikes and peds at SPI's
 - Strongly encouraged coordination with local agency regarding future facility plans
 - References to MUTCD were added to ensure that bike facility markings and signage could be added to an SPI if desired
- Final DIB 92 published on November 9 and available online

Wrap Up

Future Meeting Focus Areas

- ~~Overview of Caltrans org structure and process for project development and delivery~~
- ~~District Active Transportation Plans – *will revisit for updates*~~
- **Design guidance**, including for rural roads outside of the main street context
- **DIB 89 – Protected bikeway guidance, including outstanding comments from CBAC**
- **Roadway speed, mechanisms for managing speed under Caltrans and under CHP jurisdictions**
- **New mobility issues and impacts to street design, first/last-mile transit connections – hear from a city that is already dealing with issues (SF, Santa Monica, Oakland, Portland, San Diego, SANDAG & Tucson attorney, San Jose**
- Complete streets asset classes for SHOPP
- Implementation and training on design guidance
- Data – volumes, ER visits, consistent methodology
- Center of Excellence for Complete Streets, supporting the role of engineering judgment
- Accommodation of people walking and bicycling during construction

Proposed 2019 Meeting Calendar

Thursday, March 7

Thursday, June 6

Thursday, September 5

Friday, December 6

Wrap up

- Next steps/action items:
 - ??
- Feedback
 - What worked well in this meeting? What can we improve?
- Next meeting